

HPS-4RA-662

U. S. NAVAL RADIOLOGICAL DEFENSE LABORATORY
SAN FRANCISCO 24, CALIFORNIA

13 February 1953 No. 261

"In times like the present, men should utter nothing for which they
would not willingly be responsible through time and Eternity."

--Abraham Lincoln.

MR. PAYNE GIVEN NEW ASSIGNMENT

Mr. A. W. Payne has been made Acting Principal Scientific Staff Assistant to the Scientific Director. His office is in Room 114, Bldg. 351-B, Code 3-907, Ext. 3066.

SHORTHAND REPORTER AVAILABLE

The Stenographic Section has recently acquired a shorthand reporter, Miss Helen Cranfill, whose services are available to the Laboratory at large. She can take rapid dictation, conferences or any other sort of material, verbatim. For her services, call Margaret Papich, Ext. 2638.

YOUR CHANCE TO GIVE

Blood carries the properties vital to life--food, oxygen, water. The donation of blood is the act of a patriot. Nowadays many people are inclined to discount patriotism--they forget that patriotism is just as important now as it was in 1776. Our men in Korea need blood, YOUR blood to sustain life. If you are able, WILL YOU GIVE?

IBM Blood Donor cards have been distributed. Please indicate your desire on the form and return to Code 3-282E for permanent record. For further information, call Mrs. Albee, Ext. 2718.

When asked what he intended to do in Eternity, Thomas Edison replied, "Experiment, if possible."

PATENT ATTORNEY HERE NEXT WEEK

Mr. Paul N. Critchlow, Jr., the District Patent Attorney, will be at NRDL next Wednesday, 18 February, in Dr. Sanigar's office, Room 111, Bldg. 351-B. Appointments may be made by calling Molly Ratner, Ext. 2797.

MOVES IN BUILDING 508

"Migration" is the watchword in Bldg. 508 this week. On Wednesday the Head of Administrative Services Division, followed by Personnel Branch, moved downstairs to the following locations:

Name	Room	Extensions
H. L. Seidelman	121	2691
Helen Busby	122	2691
C. B. Moyer	123	2692
Joan Antram	122	2692
ENS Carr	120	2692
Penny Lentz	120	2692
Dee Franco	120	2692

Security Division is slated to move today, 13 February, across the hall from the present location at the entrance of Bldg. 508. The same Extension numbers (2698 and 2694) plus two new ones will be used. See next week's BULLETIN for complete information.

NOTICE, TIMEKEEPERS!

A week from next Monday, 23 February, will be a holiday. Timekeepers are reminded to consult the Time Keeping and Cost Account Manual on the procedure for holiday muster sheets.

NEW CIVILIAN PERSONNEL

SECURITY DIVISION

Mrs. Hazel Miller is a new member of Security Division, joining the division as a Clerk-Typist last week. Mrs. Miller was born in Willits and graduated from Commerce High School in San Francisco in 1945. Before coming to the Laboratory, she was employed by the Western Employing Service doing free-lance office work. She lives at 90 Duval Drive, South San Francisco, with her husband, George, and their 3-1/2 year-old daughter, Catherine. Sewing is her hobby.

BIO-MED DIVISION

Marie Sage Johnson, a Clerk-Steno, is a new member of Thermal Branch. Mrs. Johnson is a native Californian. She graduated from Compton Union High School and then from Compton Junior College in 1944. Later she attended Long Beach City College, Long Beach State College, and finally the University of California. Before coming to NRDL, she was employed by a lawyer in Long Beach. Her husband, ENS Johnson, is stationed at the Laboratory, a member of Engineering Division. They live at 30 Tisdale Road, San Francisco, phone VA 6-4283. Mrs. Johnson is interested in photography and is fond of good music.

ADMINISTRATIVE SERVICES DIVISION

Helen Mae Cranfill, a Clerk-Steno, is a new member of Office Services Branch. She is a native of Indianola, Oklahoma, where she finished high school in 1943. She also attended the Oklahoma College for Women and graduated in 1946 from Hills Business University at Oklahoma City. In 1950 she graduated from Washington Stenotype Institute, Washington, D.C., capable of taking dictation at the rate of 200 words per minute. Prior to coming to NRDL she was secretary to the Chief, Medical Branch, Division of Biology & Medicine, U.S. Atomic Energy Commission in Washington. She lives at 1734 Gough Street, San Francisco, phone JU 5-9811. Miss Cranfill is interested in all types of photography, including developing and printing, and is also enthusiastic over dancing, both folk and ballroom.

NAMELESS WAIF IN LAB

To date no names have been submitted for the NRDL Choral group--an amazing situation considering the number of clever people in the Laboratory. Come, come, now. We should have at least half a dozen by this time. Call or send your suggestions to Information Services, Code 3-288, Ext. 3160 or 2623.

JOB OPPORTUNITIES

NRDL

Fiscal Accounting Clerk, GS-4, Materials & Accounts Division, Accounts Branch, Cost & Plant Accounting Section. Deadline for application is WEDNESDAY NOON, 18 February 1953. For further information, contact Donna Tousley, Room 115, Bldg. 508, Ext. 2698.

ELSEWHERE

The Construction Officer-in-Charge of Port Lyantey, French Morocco, is recruiting for the following employees:

Mechanical Engineer, GS-12	(\$7040)
Electrical Engineer, GS-12	"
Civil Engineer, GS-12	"
Construction Superintendent,	
GS-9	(\$5060)
Engineering Draftsman (Gen.)	"
GS-5	(\$3410)
Administrative Assistant, GS-9	(\$5060)

Qualified persons to fill these vacancies are urgently needed. The length of employment is 12 months; length of construction project, approximately 2 years. Annual allowances in addition to base pay are: For GS-9 and below, \$1,000 single, \$1500 with dependents; for GS-11 and above, \$1,500 single, \$2,000 with dependents. Bachelor quarters are available on the base; housing for families in Port Lyantey and adjacent areas. A dispensary and dental clinic, and a local school with classes from 1st to 8th grades are maintained on the base. Students in higher grades may enroll in correspondence courses. Send applications to Chief, Bureau of Yards and Docks, Department of the Navy, Washington, D. C.

CLERICAL INSTRUCTION TO BE GIVEN

Instructional sessions to acquaint all Laboratory clerical personnel with the changes recently made in Communications procedures will be held in the Conference Room, Bldg. 351-B, beginning Tuesday, 24 February. A notice with the schedule of classes and personnel required to attend has been issued. Instructors will be Herb Seidelman, Margaret Jenkins, and Margaret Papich.

CIVIL SERVICE EXAMINATION

Equipment Specialist - GS 5, 7, 9, and 11
(\$3410 - \$5940)

Appointments will be INDEFINITE. Until further notice submit applications to 12th U.S. Civil Service Region, 630 Sansome St., San Francisco.

TRANSPORTATION TROUBLES

Car Pool, Ride, or Riders

Redwood City

Dorothy Smith (2624)
524 Poplar Ave.

Car Pool or Riders

San Francisco

James Basmajian (2672)
755 Dolores, nr. 21st
ML 7-5169

Rides Wanted

San Francisco

Esther Paciotti (2749) Je annette Benison (2651)
822 --44th Avenue 18th & Castro
SK 1-5844

MEDICAL COURSE IN MARCH

The 2nd course in Special Weapons, Isotopes and Military Medicine will be held at Treasure Island from 2 - 6 March 1953. Inactive Naval Reserve Medical, Dental, Medical Service, Nurse, and Hospital Corps officers residing in 11th, 12th, or 13th Naval Districts should submit a request for 6 days' active duty as early as possible. Attendance at any approved medical symposium conducted by the Armed Forces will earn credit points for retirement but not for pay purposes.

DON'T BELIEVE ALL YOU HEAR

Samuel Hageman's "Tamper not with idle rumor" should be heeded in these days of surmise and unfounded prophecy. We hear uneasy rumblings everywhere. Instead of repeating these unhealthy rumors, isn't it better to turn a deaf ear and go calmly about our business? There is no place in this Laboratory for rumors. They usually have a demoralizing effect and they waste valuable time that we need to apply to the job at hand. When you hear an ugly, morale-killing rumor, step on it as you would a poisonous insect!

- INCOME TAX REFUND

The Bureau of Internal Revenue has announced that special handling will be given to all 1952 income tax returns on which a refund is due the individual. They ask that the word "REFUND" be printed on the lower left-hand corner of the envelope containing your tax return in order that this may be done.

NUCLEAR SCIENCE INSTRUMENTATION MEETING

The Annual Symposium on Nuclear Science Instrumentation of the IRE (San Francisco Section) will be held on 18 February at the Officers' Club, SFNS, with Herb Bright, Head of Instrumentation Branch, acting as Moderator for the second successive year.

All NRDL employees are invited but registration is necessary. To register, call Ext. 3012, stating whether you will attend the meeting only, or both dinner and meeting. The price of roast beef dinner is \$3.00 including tax and tip. Assembly is at 6 p.m. -- dinner, 6:30 -- meeting, 7:30.

Demonstrations will include, in actual operation, instruments not formerly displayed to an open meeting. The principal speakers will be Dr. Jack McIntyre, of Stanford, who will review progress in scintillation spectrometry, and Dr. Fred Reynolds, of the Radiation Laboratory, U.C., who will discuss work on magnetic alpha energy analysis.

Brief discussions by NRDL staff members will comprise the second half of the meeting.

Dr. William Kreger, "Gamma Spectroscopy by Use of the NRDL Magnetic Beta Spectrometer"

Mr. David Covell, "Plans for a Scintillation Coincidence Beta-Gamma Spectrometer"

Mr. Robert Sorenson, "Sodium Iodide Crystal Mounting by Swank's Method"

Mr. Harry Zagorites, "Scintillation Gamma Photon Counters for Gross Radiochemical Assay"

Dr. James Reed, "An Application of a Scintillation Gamma Photon Counter in Iron-59 Biological Studies"

Mr. Marko Lipanovich, "A Pulse Ion Chamber Energy Analyzer."

Mr. William Berte, "A Magnetic Suspension Hypercentrifuge of the Beams Type"

BIO-MED SEMINAR

Dr. George Feigen, Assistant Professor of Physiology at Stanford University, will speak at the Seminar of the Biological & Medical Sciences Division to be held in the Conference Room in 351-B on Thursday, 19 February, at 11 a.m. Dr. Feigen's subject will be "The Physico-Chemical and Physiological Properties of Oxypolygelatin."

THANK THE COMIC VALENTINE

But for the fellow with a vitriolic sense of humor, the modern swain would probably be buying as expensive gifts to celebrate St. Valentine's Day as he does for Christmas. Observed since the martyrdom of Saint Valentine, A.D. 271, which took place on 14 February, the gift giving reached such enormous proportions that thousands of dollars were spent on jewelry and other knick-knacks. Sentimentality also snowballed with valentines becoming fancier and fancier, costly creations of satin, lace, hand painting and saccharine poetry. In 1830 the pendulum swung back with the first virulent personal attacks via the "comic" valentine. Anything but funny, the comic became almost as popular as the love message, and is carried over today in our gentler type of humorous cards.

MOVIE AND TV ENGINEERS MEET

The Society of Motion Picture and TV Engineers will hold its 73rd Semi-annual Convention in Los Angeles from 27 April to 1 May 1953. Mr. Carlos H. Elmer of NOTS, Inyokern, is Chairman of the Papers Committee for High-Speed Photography, including engineering applications of photography, photographic instrumentation, etc. If you have made any development in this field which should be proposed for inclusion in the program for this convention, please contact Mr. R.W. Kennedy, Ext. 2663, for Author's Forms and instructions.

NO MUTUAL AID COLLECTION

Although 3 deaths occurred in January, no additional collection for Employees Mutual Aid will be made since the fund has not dropped below the \$2,000 minimum.

HANDICAP AN ASSET

If you are deaf, take heed of the way Thomas Edison felt about his handicap. He said that often deafness was a real help in that it forced him to read more than he might have done. Also he felt that he was better off not being able to hear all the foolish conversations and other meaningless sounds heard by people with normal hearing.

WHAT? NO COFFEE CANS?

Second call for coffee cans--S&W or MJB. If you have the one-pound size, please bring them in and call Information Services, Ext. 3160 or 2623.

LENT BEGINS NEXT WEEK

Wednesday, 18 February, is Ash Wednesday. Easter comes on 5 April.

NAVAL CORRESPONDENCE COURSES OFFERED

"Nucleonics for the Navy," an 8-assignment revised course for officers has been announced by the U.S. Naval Correspondence Course Center, Brooklyn, N.Y. The course (NavPers 10901) provides a basic background and contains additional study material necessary to the thorough understanding of the subject. The course is open to Regular or Reserve officers, chief petty officers, and qualified enlisted personnel. Make application on NavPers Form 992 through official channels. Reservists who successfully complete the course will gain 16 retirement and promotion points.

A new officer correspondence course in Naval Electronics Part II, is also available at the Naval Correspondence Course Center. The 10-assignment course (NavPers 10929) stresses basic radar theory, circuits, test equipment, maintenance procedures, and a general survey of typical naval radar equipment and systems. Previous completion of Part I or equivalent training required of applicants. The course gives 20 points credit for retirement and promotion.

LABORATORY VISITORS

FROM RES. & DEV. DIV., BROOKLYN, N. Y.
LT Benjamin E. Ferguson, USN
Mr. Carl E. Delgliaberti

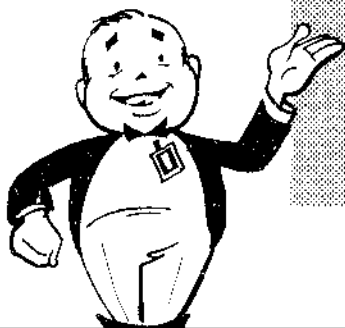
Mr. Ralph C. Lenz
WPAFB, Dayton, Ohio

FROM OFFUTT AFB, NEBRASKA
Mr. Rodney H. Smith
Mr. Martin D. Schwartz

Dr. Henry I. Kohn
U.C. Hospital, S. F.

"VICTORY AT SEA"

The 14th episode of "Victory at Sea" to be telecast Sunday, 15 February, at 1 p.m. over KRON is the story of the Normandy Invasion titled "D-Day."



NRDLERS' HANDBOOK

Code 7

COMMUNICATIONS

CORRESPONDENCE--IN and OUT

The new chapter on Communications in the Administrative Manual has some revision which is the result of study instituted by Administrative Services Division to improve efficiency by observing better office methods. They have devised a much simplified correspondence procedure which includes the following:

I. FORMAT

1. Discontinuance of file symbols. It will no longer be necessary for secretaries to call Code 3-286A for file numbers.

2. Discontinuance of serial (route sheet) numbers. Instead, the originator's code and the initials of the originator and typist will be placed in the upper right hand corner. In the case of Confidential correspondence, however, a serial number will be used after the code. This number will be put on by the originator in number sequence starting with "1". (If so desired all correspondence may be numbered by the originator.)

3. Discontinuance of the former notation "prepared" and "typed by."

4. References to incoming letters (see illustration) should indicate the abbreviated title of the originator of the reference letter, abbreviation of activity and location, abbreviation of "ltr", all identification symbols, and the date preceded by the preposition "of".

5. Signatures --

A new procedure will be published soon indicating those authorized to sign letters; Paragraph 420 of the Administrative Manual is the current authority.

II. ASSEMBLY

1. The outgoing route sheet is discontinued. This will eliminate the bothersome preparation of a separate route sheet and the time required to initial as well as sign correspondence. Instead, a "ladder green" carbon of the reply protrudes on the right sufficiently to indicate review information or signing codes. If comments by recipients are necessary, a yellow Lab route sheet should be attached.

2. Reply correspondence will be attached to the incoming inquiry. By this method signers are in a position to check the correspondence to make sure it contains the right answer to the request.

III. ROUTING OF INCOMING CORRESPONDENCE

1. Control Sheets. The mail room attaches control sheets to less than 1 out of every 10 items coming into the Laboratory. In the near future a new green control sheet will be used on Confidential correspondence. White control sheets will continue to be used for Restricted and Unclassified correspondence; and the red control sheet for Secret.

2. Pink intermediate control sheets will also be sent with correspondence. This will serve as (1) a tickler for Division office follow-up on action correspondence, (2) a means of forwarding acknowledgment information to the mail room when action on replies is delayed (the mail room will forward an acknowledgment card); (3) an alternate route sheet to inform Laboratory codes simultaneously when information correspondence on a specific subject is being routed in the Laboratory (this will enable two codes with equal interests to be informed at the same time when only one copy of the correspondence arrives in the Laboratory)

3. Action coding below division levels will now be the responsibility of the division office. Retaining the intermediate pink control sheet, the division office will forward action control sheets with incoming correspondence to branches, sections, or units for reply.

4. Information mail below the division level will also be coded by the division office. Some divisions will receive the pink control sheet without incoming correspondence, simply to inform them of the presence in the Laboratory of important information mail. When courtesy copies arrive, these will be attached to the pink control sheet.

5. The Tracer control sheet will no longer be routed. Tracing of misplaced mail (after it has been routed for six working days) will be accomplished by telephone from the mail room to the division office.

FORMAT OF A LETTER

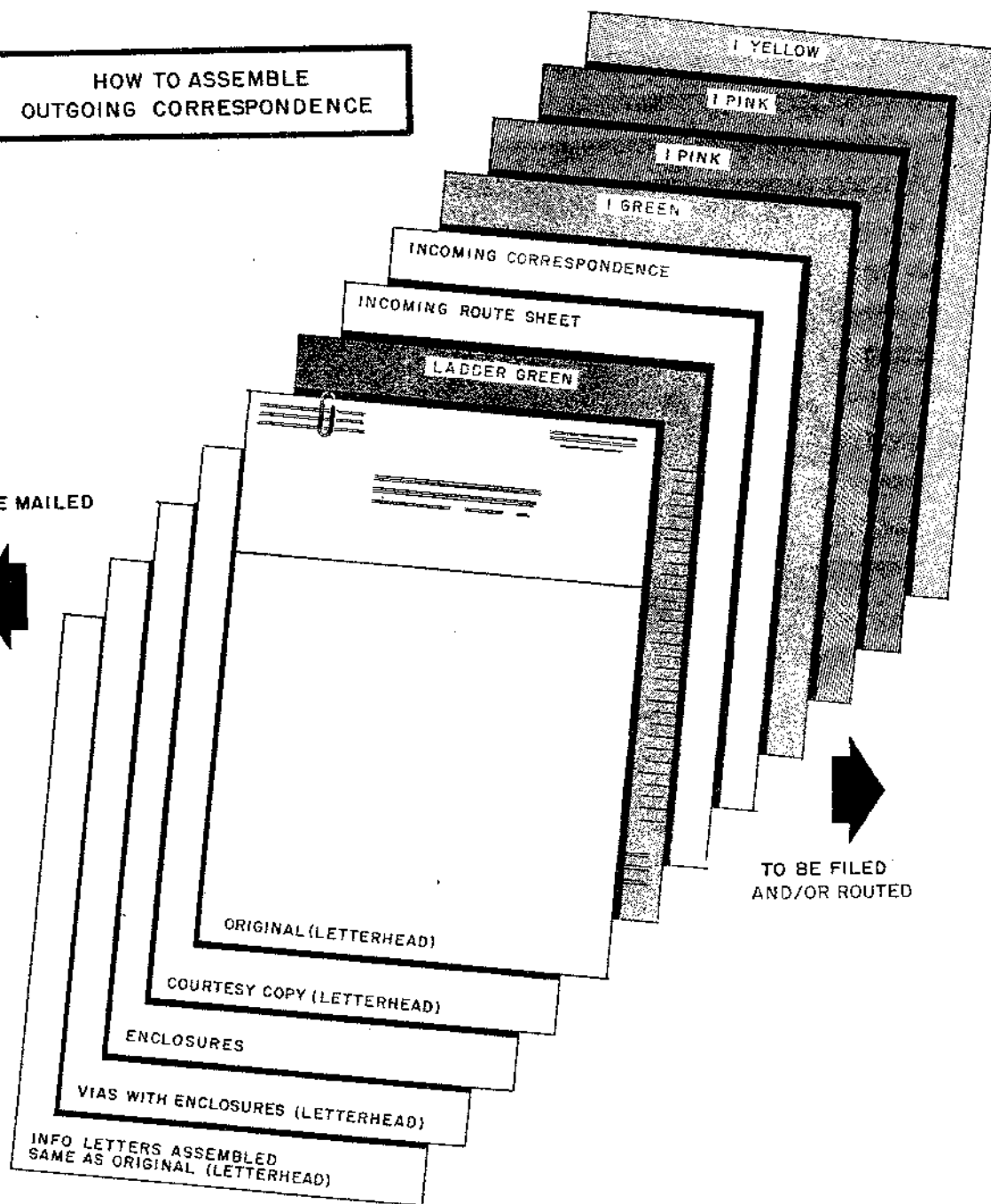
- (A)** CODE OF ORIGINATOR, SERIAL NO. (OPTIONAL), INITIALS OF DICTATOR AND TYPIST. DO NOT USE FILE NO.
- (B)** DATE STAMPED IN MAIL ROOM.
- (C)** DO NOT USE ROUTE SHEET NO. OR FILE NO.
- (D)** ARE YOU AUTHORIZED TO SIGN? SEE PARA. 420 USNRDL ADMINISTRATIVE MANUAL
- (E)** OMISSION OF "TYPED BY" AND "DICTATED BY" SEE UPPER RIGHT CORNER

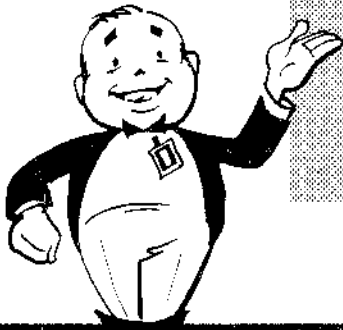
[illegible]

HOW TO ASSEMBLE
OUTGOING CORRESPONDENCE

TO BE MAILED

TO BE FILED
AND/OR ROUTED





NRDLERS' HANDBOOK

NOTEWORTHY NRDLERS

MEET -- MRS. SEIDENKRANZ

La Verne Seidenkranz started out to be a CPA. If her first job had been different, she probably would be in the "numbers racket" to this very day. Imagine beginning your first job trying to balance the books of a firm that created a huge deficit they couldn't trace! La Verne struggled with the problem (awake and asleep), finally solved it, but the experience convinced her that this wasn't what she wanted.

Violet La Verne Ickenroth was born in San Francisco. She attended Jefferson Union High in San Francisco for one year, changed to Lux Technical College for two years, then back to Jefferson for graduation in 1941. All through high school and college, La Verne's extracurricular interest was tennis. A member of the Lux Athletic Association, she played in many tennis tournaments held between rival high schools at the University of California. A year after finishing high school, she graduated from Munson Business College.

When La Verne discovered her dislike of accounting, she took a Civil Service examination for clerk-typist, and started in the cellar with a GS-1 rating. After three months with the Army Signal Corps, she transferred to SFNS, promoted to GS-2. Fortunately she landed in the employment office where her talent in the hiring field was soon discovered. In no time at all she was interviewing applicants, work she did for six years. Promotion for La Verne was rapid, and it wasn't long until she was placed in charge of the IV-B group, with responsibility for hiring all professional and administrative personnel for SFNS.

At the end of World War II she was given a special additional assignment with the Board of Civil Service Examiners at the Shipyard. Along with her regular work, her task was to organize the Certification Section of the board, which was so well executed that she received a Meritorious Civilian Service Award. Further recognition was accorded her outstanding work in this field by the Regional Director. Truly La Verne had found her forte!

Embarking on an entirely different field of work had another implication for La Verne, for it was at SFNS that she met her husband. Bruce Seidenkranz was in the Navy, a Pharmacist's Mate, First Class, stationed at the Employment Office to assist with physical examinations. One week after their marriage, Bruce left for overseas duty, not to return for 18 months. When he finally came back for duty at Great Lakes Training Center, La Verne set out to join him--her first trip away from home. All went well until she changed trains in Chicago. On the train bound for Waukegan, she found herself alone in the car. It seemed a little strange, especially when the conductor didn't come to collect her fare. That however, was not her worry, and soon the rhythmical motion of the train soothed her to sleep. A jerk of the train awakened her, and there she was in a lonely freight yard in the only car that didn't go on to Waukegan. Through some workmen she learned that another train would come along in a few hours, so all she could do was wait. Meantime her husband was frantic. He had the police, the fire department, practically everyone in Waukegan, looking for her. She arrived three hours late.

In 1949 Mrs. Seidenkranz resigned her position to keep an "appointment" with a young fellow named Gary, now more than three years old. She returned to her old job in April 1950, but after two months transferred to NRDL which then had 170 people. For over a year she was at the helm of the Personnel barque and made a valuable contribution to organization of the rapidly expanding branch.

Tennis is secondary in La Verne's life now that she has a Redwood City garden to dig in. At present she is especially interested in adding to her record collection which now exceeds 2400 classical and popular numbers. What probably pleases Bruce and Gary most, however, is her penchant for experimentation with new and savoury recipes.

NOTEWORTHY NRDLERS

MEET -- MR. KOCH

Five years ago, almost to the day, George Koch became a member of this Laboratory. He promised to think of some "hair raising" incidents for this biography (says he could use 'em!). Actually his daily schedule could qualify, with three mornings a week doing graduate work at Stanford and working nights to make up for it!

George Edmund Koch was born in Dickenson, North Dakota, but lived most of his early life in Petaluma, California. He finished high school in 1939, with additional training slanted toward becoming a Catholic priest. However, a chemistry scholarship at the University of California opened new vistas, and Science prevailed. A "little matter" of military service interrupted his education, more than three years to be exact, when he enlisted in the Navy as a radio technician. George spent the night before his initial physical examination with a group of other potential sailors in a dormitory at the YMCA in San Francisco. The next morning the boys got up bright and early to get ready for the ordeal. A man in the dorm who was not going into the service offered to look after their wallets while they showered. All except George handed them over. George said he thought he would leave his at the Y office. The other fellows laughed at his skepticism, but, as you've already guessed, George had the last laugh. When they came back from their showers, he was the only one with any money!

George was an enlisted man for 2-1/2 years. His commission as ensign was received in August 1945 after the war was over. While in the Navy, he taught a number of electronics courses and later as Communications Officer helped set up a communication unit in Tsingtao, China.

When he was discharged from the Navy, he went back to "Cal" and in 1946 received a B.A. degree in physics. Two years later he completed a course in engineering physics, accompanied by a B.S. degree. During his years at the University he worked part-time at many and varied odd jobs--service stations, Sears, Penney's--anything to boost the budget.

As soon as he completed his college study, Mr. Koch came to NRDL, originally working with Physics Branch on photomultiplier tubes. In a short while, however, he transferred to Instruments Branch where he has been a member of Radiac Development Section ever since.

He worked long hours as a Project Leader on Operation GREENHOUSE, so conscientiously that Dr. Alvin C. Graves, Scientific Director of the expedition wrote him a commendatory letter which said in part--

"Please accept this expression of my sincere appreciation of your highly successful work as Project Officer of Operation GREENHOUSE. The results will certainly be of great value to the Department of Defense... The fact that..... your many problems did not deter you and certainly never dampened your ardor was most gratifying to me...."

One of the serious handicaps at Eniwetok was lack of transportation facilities to carry their heavy equipment, a vital necessity for the Koch project. After much calling, loss of valuable time, and scant success, George developed his own method of attack. He called the colonel in charge of transportation and requested a truck. The colonel began the usual excuses--not enough vehicles to meet their own needs. Mr. Koch replied with dignity and utter seriousness, "You misunderstood me. I'm requesting transportation HOME, back to the States. There is no need of my staying here, wasting the Government's money, doing nothing while we wait for a truck to move the equipment we work with." He got the truck!

While at Oklahoma A&M in Navy radar training, George met Marietta Ludeman, a home economics major. Immediately George knew he'd found "her," and he wrote his father to draw out some money he'd left at a home town bank to buy the ring. Father Koch replied that George had better wait. After all, what did a lad trained for the priesthood know about women?? Of course the advice went unheeded, and they were married in 1943. They now have two little live wires--David, a red-haired scamp of six, and three-year-old Brian. They make excellent subjects for George's hobby, color photography. The Kochs live in San Mateo, Hillsdale District.

George could drive Bayshore Highway blindfolded. Three mornings a week he drives south to Stanford for his courses in Electronic Science before hitting the high spots between Palo Alto and Hunter's Point. In June he will receive his Master's which is only a pause on the road to higher education, for he plans to keep right on until he is "Doctor Koch."